

St Mellion Parish Council Meeting

Tuesday 12th May 2015 at 735pm in the Church Hall, St Mellion

Minutes

In attendance: Cllr Ken Henley (KH), Chair; Cllr Ian Waite (IW), Vice Chair; Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Geoffrey Postles (GP); Christine Douglas (CD), Clerk to the Parish Council
Cornwall Councillor Jim Flashman (JF)

Ten members of the public (some part-time)

1. Councillor matters

1.1 To receive apologies for absences None.

1.2 To receive declarations of pecuniary interests

KH declared a pecuniary interest in item 7.2.2 (if land known as 'plot 5' is discussed). KH and IW declared a pecuniary interest in item 7.3. because their houses are adjacent to, and septic tanks located on, the land in question.

1.3 To receive declarations of non-registerable interests

IW declared a non-registerable interest in relation to agenda item 7.2.2 because of his fund-raising for the community hall on school grounds.

1.4 To approve written requests for dispensations None.

2. Previous Parish Council meetings (14th April 2015)

2.1 To approve the minutes

Pre-circulated minutes were agreed by all to be a true reflection; KH signed and dated.

2.2 To note matters arising from the minutes None.

3. Police report

KH read out St Mellion specific incidents from the Saltash policing team newsletter for May 2015: 1 theft, 1 criminal damage, 1 animal related.

4. Unitary Councillor's report

JF noted the Resort is for sale but hopes it will not affect staff and might inject more financial support; confirmed community benefit of £2k pa and suggested Festival in the Field organisers apply for funding to Rosemary Stone at CC; there is some pot-hole funding available and could be used for road to Halton Quay (KH confirmed this isn't in St Mellion parish); Sheryll Murray MP thanks the community for its support at the election and will do whatever she can to help the parish; meeting with Bert Biscoe ref Dunstan Lane 'never transpired' although he is still due to come.

5. Residents' Associations' reports

5.1 St Mellion Village Tenants and Residents (VTRA)

Chair Paul Teale confirmed Cornwall Housing is looking to build more social housing in the area; currently in talks as to location.

5.2 St Mellion Park Residents

Not present.

6. Questions from the public

Bill Sturgess asked if there are any data on average speed cameras - KH asked CD to make inquiries.

7. Planning matters

7.1 Section 106 measures: to receive an update from Cormac on feasibility study for A388 pedestrian crossing

CD passed on confirmation from Cormac that the study is 'well under way' and should be ready for the meeting on 9.6.15. The proposal will include street lighting, carriageway realignments and work to footpaths. The Glebe light has been postponed until the study is complete and a decision made.

7.2 PA14/04185 planning application for a solar farm at Newton Ferrers

7.2.1 To receive an update on community benefit and compensation payment

KH confirmed CC is holding £50k community benefit. IW confirmed £25k compensation depends on Ralos getting Ofgem accreditation in July/August. If they don't get this, management of the solar farm may revert to the Chinese owners who still will be liable for remediation but not obliged to pay

compensation. Remediation and a non material amendment (NMA) to the planning permission are to be added to the agenda for 9.6.15.

7.2.2 To discuss use of funds and agree next steps (also see item 11.5)

KH confirmed ideas so far: community hall at the school (not discussed at this meeting); £5k for works to community facilities at Bealbury Chapel (raised at earlier Meeting of Electors).

KH left the hall and IW took over as Chair.

CD confirmed the land known as 'plot 5' has been sold (by Savill's) but contracts not exchanged yet. Councillors discussed the feasibility of buying the land if the sale falls through. It could be used for recreation and also for a hall but may require change of use permission. The £60k price was considered unaffordable given available community benefit of £50k. Financial regulations require a formal valuation and business case (issues to consider include maintenance, public liability, security).

It was proposed by GP, seconded by IW and **RESOLVED**

That the Parish Council is interested in purchasing plot 5 for community use.

It was proposed by IW, seconded by GP and **RESOLVED**

To instruct a private valuation on plot 5, should it become re-available for sale.

Note: CD to obtain an estimate for land valuation. JF offered to 'call in' any future planning application.

KH rejoined the meeting at 2035 and resumed his position as Chair.

7.3 PA15/00950 pre-app advice for single dwelling on land west of The Grange

Not discussed as outcome not known yet.

7.4 PA15/01629 and PA15/01837 Greenswell Farm: proposed conversion of redundant barn to provide residential accommodation

Councillors had no issues to raise. It was proposed by IW, seconded by SC and **RESOLVED**

To support these applications.

Note: CD to submit comment to CC by 13.5.15.

8. Highway matters

8.1 Access only enforcement in Church Lane: to note response from the police

KH read out email from police dated 8.5.15 (see att.).

8.2 Parking on access to A338 from The Glebe: to note response from Cornwall Housing ref cross hatching and 'turning only' sign

CD pursuing with Stuart Blackie. Further update on 9.6.15.

8.3 Given names for key parish roads: to receive an update on progress

IW is visiting all houses in 'Bealbury Lane' to gather views on this road name. Further update on 9.6.15.

8.4 Public access to BOAT 1 at Newton Ferrers: to receive an update on inquiries

CD pursuing with Newton Ferrers land agent (Smiths Gore). Further update on 9.6.15.

8.5 Damage to Dunstan Lane: to note response from Cornwall Council enforcement team

CD confirmed that further enforcement will be taken. CD to forward case officer's contact details to Park Councillors and StMPRA in case clarification is required/further issues arise.

8.6 Dunstan Lane pavement subsidence: to note response from Bert Biscoe and Jim Flashman ref proposed meeting to discuss the matter

Bert confirmed to CD that GP's email on the matter had not been received but that Paul Allen of Cormac had been asked to respond. CD to follow up with Paul Allen.

8.7 Road closures for the Cherry Feast and Festival in the Field: to receive an update

KH to suggest to Cherry Feast organisers; IW to discuss with fellow Festival in the Field organisers.

8.8 Rural highways and inspection maintenance [as per CC's 'highways and traffic update' 23.4.15]

8.8.1 To discuss feasibility of parishioners reporting defects to Cornwall Council

KH proposed, SC seconded and it was **RESOLVED**

To post Cornwall Council 'Report It' details on notice boards and forthcoming Parish Council website.

Note: CD to forward details to *Mellanus News* editors.

8.8.2 To discuss feasibility of Parish Council managing remedial works

Councillors were negatively disposed to this idea but willing to discuss the more general issues of remedial works with CC. CD to request more information from CC's Community Link Officer.

8.9 St Mellion relief road: to receive an update on air quality measurement

CD confirmed finalised figures for the 2014 measurement as The Village 34.89 ug/m³ and The Cottages 28.37 ug/m³ vs an objective annual mean 40ug/m³. No further action will be taken.

9. Transport matters

9.1 Proposed safe passageway for pedestrians and cyclists between Callington and Saltash: to receive an update on discussions with Sustrans

CD read out email from Simon Murray dated 12.1.15 (see att.) ref producing a technical proposal. Councillors felt this to be confusing and unclear. KH asked CD to invite the Sustrans engineer to a meeting to discuss the matter. JF suggested writing to Sheryll Murray MP and Scott Mann MP to request advice on producing a feasibility study for a route that could be used by pedestrians (including wheelchairs and scooters), runners, cyclists and horse riders. KH requested CD also forward Sustrans' email to Sheryll and Scott.

10. St Mellion Neighbourhood Development Plan (NDP): to discuss and agree next steps

IW confirmed only three Steering Group (SG) still participate: IW, SC and parishioner Ralph Ellis. The outstanding work is too much for three members, particularly as IW may have to reduce his existing commitment to the NDP. IW will contact Vanessa Luckwell at CC to discuss a potential way forward and discuss again at the PC meeting on 9.6.15.

11. Parish Council finances

11.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects. Next report due at the PC meeting on 14.7.15.

11.2 To approve monthly payment schedule

The payment schedule had been pre-circulated to Councillors. KH confirmed that CD's time sheets and reimbursements for March and April 2015 had been approved prior to payroll being run. Councillors had no further queries. KH signed and dated the payment schedule which totalled **£294.28**. Corresponding cheques to be signed at the end of the meeting.

11.3 To approve bi-monthly accounts

The cash book/bank reconciliation and actual income/expenditure vs budget had been pre-circulated to Councillors. CD summarised key points and confirmed an error in the budget calculations for precept for year ended 31.5.16: total Clerk reimbursements (rather than just mileage) had been included in 'staff costs', resulting in an 'over-budget' of £112.08. Councillors agreed that this would help cover the unanticipated costs of hiring an interim Clerk during March and April 2015. Councillors had no further queries. SC signed and dated both documents plus bank sheet no. 277.

11.4 To receive an update on the annual return and internal audit for ye 31st March 2015

CD confirmed that original intention to approve annual return at this meeting had been postponed until 9.6.15 because certain queries had arisen that required input from the internal auditor on 20.5.15.

11.5 To discuss receipt of solar farm community benefit and compensation benefit

CD confirmed CC is prepared to hold the £50k community benefit until the PC needs it but cannot accept the £25k compensation payment on the PC's behalf as the money is not subject to a Section 106 agreement or unilateral undertaking.

It was proposed by IW, seconded by GP and **RESOLVED**

To leave the community benefit of £50k with Cornwall Council until required by the Parish Council and then for the funds to be transferred to the Parish Council's bank account.

It was proposed by KH, seconded by SC and **RESOLVED**

To accept the compensation payment of £25k directly into the Parish Council's bank account.

Note: CD to confirm international and local bank account details to IW to forward to Ralos.

12. Parish Council Governance

12.1 To discuss procedure for procuring Parish Council website and agree next steps

CD recapped the PC's financial regulations applying to procurement of services in excess of £100. Relevant regulations are 10.3, 10.4, 10.5, 11h and 11i. The key point being that "...the Parish Clerk/RFO shall strive to obtain three estimates." CD also confirmed the legal requirement for annual return documents to be available on-line by 1.7.15. Councillors agreed that CD should prepare a brief, forward to three providers and arrange an extraordinary meeting in May to discuss their proposals.

12.2 To review previous discussions on preferred website domain name

CD recapped the PC's decision when setting the precept for ye 31.3.16 to budget £60 (inc VAT) for a .gov.uk domain name. It was felt this would add credibility and professionalism to the website and also email addresses (to be set up for each Councillor and the Clerk).

KH proposed, GP seconded and it was **RESOLVED**

To use a .gov.uk domain name for the Parish Council website and email addresses.

12.3 To discuss a PO Box address for the Parish Council

CD recapped the PC's decision when setting the precept for ye 31.3.16 to budget £313 (inc VAT) for a PO Box 'delivered mail' option. CD had found subsequently that the registered address (i.e. the Clerk's home) would be divulged to anyone who requested it. An alternative option would be 'collected mail' at £252 (inc VAT) pa whereby the PO Box is registered to a Councillor's address and the Clerk picks up mail from the sorting office in Saltash. IW suggested using the Church Hall as the Parish Council's address and agreed to ask Jim Bennet. A final decision was deferred until the next PC meeting.

13. Premises licensing: to receive an update on recent applications

SC confirmed no applications in the last month for St Mellion or immediate vicinity.

14. General correspondence

i. LCAS seminar on risk to be held on 22.7.15 in Callington; GP attended in 2014 and recommended another Councillor attend this year. No Councillors are available on this date. No further action.

ii. CD to circulate NALC's latest LAIS; Councillors to raise any points for discussion on 9.6.15.

iii. Letter from The Pensions Regulator dated 1.5.15 requesting a contact be nominated by 30.6.15; item to be added to agenda for PC meeting on 9.6.15.

15. Items for next Parish Council meeting agenda

Average speed camera data; Newton Ferrers solar farm NMA and remediation works; reopening of road from Polborder roundabout to Pillaton; Fernbank bus shelters for St Mellion; status and future of BT phone kiosk in St Mellion; review and approval of annual return for year ended 31.3.15; review of internal audit report for year ended 13.3.15; nominated contact for The Pensions Regulator.

The open meeting closed at 2210.

KH proposed, GP seconded and it was **RESOLVED**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting for the business specified: to discuss personnel matters.

The meeting then moved into closed session for a further 20 minutes and closed at 2230.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 12th May 2015.

Signed

Name Ken Henley

Position Chair of the Parish Council

Date 9th June 2015

St Mellion Parish Council

Payment Schedule

Date: Tuesday 12th May 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for March 2015	£83.82	100428	
C Douglas	n/a	n/a	Clerk salary / reimbursements for April 2015	£136.52	100429	
St Mellion with Pillaton PCC	1.4.15	n/a	Church hall hire Jan to March 2015 (3 meetings x £20)	£60.00	100430	
Angela Greenhough	1.5.15	1259	Payroll services for April 2015 salaries / reimbursements	£7.88	100431	
EE Mobile	28.5.15	n/a	Mobile phone air time	£6.06	DD	n/a
Total				£294.28		

Payment Approval

Name	
Signature	
Position	
Date	